

APPLICATION CHECKLIST

- ☐ Please complete **all pages** of the application packet and submit the completed packet in the following order: (Please staple)
 - 1) *Optional Application For Nonappropriated Fund Employment* DA FORM 3433 (2 pages)
 - 2) *Supplemental Employment Application Form* DA FORM 3433-1 (2 pages)
 - 3) *NAF Supplemental Form* (1 page)
 - 4) *Local Police Record Check* (1 page)
 - 5) *Statement of Physical Ability for Light Duty Work* (2 pages)
 - 6) *Consent Form for NAF Personnel Office* (1 page)
- ☐ Make sure that all pages requiring signature and dates are signed and dated with original signature.
- ☐ Ensure that the *Optional Application* (DA FORM 3433) has block 3 filled in with the Job Announcement number (found on the job announcement).
- ☐ External applicants and internal employees must submit school transcripts and training certificates. No credit is given for education or training without transcripts.
- ☐ MSP applicants **must provide** spouse's orders to claim Military Spousal Preference eligibility.
- ☐ Former Military members **must provide** a copy of DD FORM 214.
- ☐ A resume (optional) may be submitted with the application.
- ☐ Submit one application packet for ***each*** Job Announcement.
- ☐ Submit application packet to the NAF Directorate Admin Office, Building 4242, Room 214, Tompkins Barracks prior to the Job Announcement's closing date. Application received after closing date will not be referred to the selecting official.

Internal 266th FINCOM applicants do not have to fill out items 4, 5, and 6 of the application packet.

Applicants selected for the position will receive a phone call from NAF CPO. Non-selected employees will receive a letter from the selecting official stating that they were either not selected or not qualified.